

**NEW RICHMOND UTILITY COMMISSION MINUTES
JULY 11, 2018**

The regular meeting of the New Richmond Utility Commission was held on July 11, 2018 at 8:00 a.m. at the Electric Shop.

Pat Becker called the meeting to order at 8:00 a.m.

Members Present: Bob Mullen, Dan Casey, Gerry Warner, Mike Kastens, and Pat Becker.

A motion was made by Mike Kastens to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Mike Kastens to approve the minutes of the June 6, 2018 meeting, seconded by Dan Casey, and carried.

A motion was made by Gerry Warner to approve June 2018 bills and disbursements, seconded by Bob Mullen, and carried.

Public Comment:

None

Capital Improvement Plan:

Joel Enders reviewed Capital Improvements.

- Fox Run Lift Station Pump & Control, project year 2019, estimated cost \$25,000, funding from Sewer Utility
- Sewer Lining, project year 2019 – 2022, estimated cost \$25,000 per year, funding from Sewer Utility
- Auto-Dialer Alarm System, project year 2019, estimated cost \$6,000, funding from Sewer & Water Utility
- Replace Truck #60, project year 2019, estimated cost \$25,000, funding from Water Utility
- Highview to White Pine Loop, project year 2019 or 2020, estimated cost \$253,000 – Staff has identified this project at critical
- Additional OH Capacitor Banks, project year 2018, estimated cost \$40,000, funding from Electric Utility
- Replace Truck #33 Digger Derrick, project year 2020, estimated cost \$220,000, funding from Electric Utility
- Airport Loop, project year 2019, estimated cost \$150,000, funding from Electric Utility
- Replace Truck #36, project year 2018, estimated cost \$55,000, funding from Electric Utility
- Electric & Water Shop – planning for future space needs

Water Tower Lease Amendment/Backup Generator:

Through conversations with St. Croix County, staff have identified an opportunity to add a fixed backup generator to support Water and Sewer SCADA systems in the event of a power failure. The County is willing to allow New Richmond access to this backup generator in exchange for an annual payment fixed at \$1,500 for the first five years and adjusted thereafter at five-year intervals based on average meter readings. This arrangement is significantly less expensive than the purchase and maintenance of a separate generator. Further, the generator is of a capacity to support both County and City systems in the event of a power failure. Dan Casey moved to proceed with the generator contract with St. Croix County as presented, seconded by Gerry Warner, motion carried.

2019 Budget Process:

Rae Ann Ailts updated the commission. She will be meeting with members individually. The goal is to have the Utility budget ready to present to the City Council by October. Mike Darrow stated

they are also looking at a two-year budget in 2020. This will be brought back to the commission with the pros & cons.

Election of Officers:

Current officers are Pat Becker, president and Gerry Warner, secretary. Dan Casey moved to keep the officers as is, seconded by Gerry Warner, motion carried.

Private Well and Septic – 1186 HWY 64:

Mike stated this was a late addition. This will be brought back to meeting in August.

Department Reports

Bob Meyer, Water Superintendent:

- Working on line extension and a hydrant in Whispering Prairie
- Extended Arch Avenue service
- Leak on GG completed with no asphalt disturbed
- Leak on Circle Pine Drive
- Checking services in the alley to see if we can repair or if we need to dig them, these will be dug with the West First and West Second project.
- Abandon lead goosenecks and replacing with copper over the curbstops.
- DNR survey completed with rep from Eau Claire.
- Lakeside Foods is running full capacity
- Very busy with locates, and meter installation
- N Knowles – bad service valve, need to research on where the leak is

Steve Skinner, Lead Wastewater Treatment Plant Operator:

- Staff is working with 45th Parallel to gather more sampling data requested by biosolids facility.
- Main Lift Station #1 VFD has been replaced.
- The phosphorous level has been gradually increasing over the month of June. In search for the source of the problem, it was determined that Alum was crystalizing in the lines. Lines were cleaned out and issue resolved.
- Steve has received estimates to put a gutter and downspouts on the shed with a cost of just over \$1,000. Staff is hoping this will reduce ice on the sidewalk in the winter, and rain water passing through the building in the summer.
- Biosolids processing cost may increase next year due to the increase in processing costs. Steve will keep the commission updated.

Weston Arndt, Electric Superintendent:

- Scottie Ard, Pat Becker and himself attended the WPPI Regional dinner.
- Busy updating job descriptions.
- Reviewed 2014 Electric Distribution Study with Dave Krause, Krause Power Engineering.
- Having discussions with Anita Gallucci from Boardman & Clark regarding annexations to make sure we have exclusive utility rights to those parcels.
- In discussions with KBA Technologies regarding installation of electric vehicle charging stations along Knowles or within downtown.
- The float for the parade has been canceled; we will work on something in October during Public Power Week. They are also looking at helping to fund the replacement trees on Knowles Avenue.

Rae Ann Ailts, Finance Director:

- The water & sewer rate case bids came back ranging from \$27,000 – \$39,000. Interviews will be set up next week. Formal recommendation will be brought back to the August meeting.
- Busy summer for office staff with move in and move outs.

- 27 disconnects took place this week. Staff is working with 2 customers that are currently still disconnected.

Jeremiah Wendt, Director of Public Works:

- Noble Road extension has been completed.
- Richmond Prairie Condo project is finishing.
- Starting 125th Street project, pre-construction open house will be held on Thursday, July 12 from 5:30 – 6:30. They will be starting the week of July 30th finishing by the first week in September.
- East 4th Street project will start late August and finish early October.

Mike Darrow, Utility Manager:

- WPPI offers an Orientation to WPPI Energy, great way to know the facility.
- WPPI Annual meeting will be held September 12-14.
- Carlson, Dettman Consultants will take an independent look at all the positions in the City. This will be a 4-5 month process and staff will be involved.
- 85 building permits for new dwellings have been pulled this year.
- Results from the feasibility study will be brought back in the next several months regarding short term and long term space needs.

There being no further business, a motion was made by Gerry Warner to adjourn, seconded by Mike Kastens, and carried. The meeting adjourned at 9:03 a.m.

Pat Becker, President

Gerry Warner, Secretary